

CO-OPERATIVE FEDERATION OF VICTORIA LTD

MINUTES OF BOARD MEETING

held at Victorian Producers' Co-operative Co., Brooklyn on

WEDNESDAY 8 JUNE 1994

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51/94 PRESENT:

Board of Directors

J. Gill (Chairman)  
D. McMullan  
K. O'Neill  
I. Risstrom  
D. Ryan

A. Gill (Secretary)

52/94 QUORUM:

Despite a quorum not being achieved, the directors present agreed to hold the meeting in committee.

53/94 APOLOGIES:

S. Chenery

54/94 MINUTES PREVIOUS MEETING:

Resolved

"That the minutes of the meeting held on 11 May, 1994 be confirmed as a true and correct record of that meeting and be duly signed by the chairman."

55/94 BUSINESS ARISING FROM PREVIOUS MINUTES:

Vacancies on board

The secretary advised that Messrs O'Rourke and Saunders were to retire by rotation at the 1994 annual general meeting, and recommended that the vacancies not be filled before the annual meeting.

The directors agreed not to fill the two vacancies before the annual meeting, and accepted Mr. Ryan's offer to follow up potential directors.

Edgar Parnell visit

The secretary advised that the sponsors of Mr. Parnell's visit to Australia in October the N.S.W. Registry of Co-operatives, is sympathetic to him visiting Victoria, however, they have yet to confirm the change of itinerary with Mr. Parnell.

Community co-operative seminar, N.S.W.

The secretary advised that the seminar is to be held in Sydney on Saturday 27th August, 1994. The program for the seminar is to be forwarded to the secretary by the N.S.W. Registry of Co-operatives.

56/94 CORRESPONDENCE:

The secretary tabled incoming and outgoing correspondence for the period 11 May, 1994 to 9 June, 1994.

Directors noted the letter from the Department of Justice advising of the approval of the grant of \$15,000. The directors asked the secretary to acknowledge the receipt of the grant monies and to thank the government for its support of the Federation's information and development program.

Resolved

"That incoming correspondence be received and outgoing correspondence be approved."

57/94 MEMBERSHIP:

New members

The secretary reported that Mr. Kris Flowers of the Registry gave verbal support for the Federation including promotional literature with the registration papers of new co-operatives. The secretary also tabled a list of co-operatives registered since 1 January 1994.

Directors asked the secretary to write to all new co-operatives inviting membership of the Federation.

Applications for membership

The secretary advised that one application for membership was received since the last board meeting.

Resolved

"That the following co-operative be approved for membership of the Federation and the accompanying shares allotted:

<u>Co-operative</u>	<u>Shares</u>
Urban Camp Melbourne Co-operative Ltd	376 to 380"

Member delegates

The secretary advised that the member delegate nominated by the Urban Camp Melbourne Co-operative, Mr. Greg Maloney, is also the member delegate for the Macaulay Community Credit Co-operative Ltd.

Pursuant to rule 1, the directors did not accept Mr. Greg Maloney as member delegate for the Urban Camp Melbourne Co-operative due to him being a member delegate of another member.

58/94 FINANCE REPORT:

Profit and loss statement and balance sheet

The statements for May 1994 were received by directors.

The directors discussed a letter from the person who prepares the statements, Mr. Brett Constable, about the treatment of the Reichstein funds. The chairman offered to follow up Mr. Constable on the matter.

Bank balance

The secretary advised that \$5,430.35 was held in the general account at the Commonwealth Bank as at 31 May, 1994.

Outstanding debtors

The secretary advised that some outstanding debtors have responded positively to paying their 1993/94 annual subscription.

Bank account for electric co-operatives project

The secretary advised that he had not opened a separate account for the project pending the outcome of issues raised by Mr. Constable.

Resolved

"That the resolution in minute 46/94 relating to the opening of a bank account be amended to read:

"That a trust bank account be opened at the Commonwealth Bank for the electric co-operatives project.""

Resolved

"That the signatories for the new account be the same as for the Federation's other bank account, subject to review at the first board meeting after the annual general meeting."

Accounts Payable

The secretary tabled the following accounts for payment:

<u>Payee</u>	<u>Purpose</u>	<u>Amount \$</u>
<u>GENERAL ACCOUNT:</u>		
Anthony Gill	Consultant's fee May '94	1,520.00
Anthony Gill	Legislation fee + expenses	805.90
Daylesford Video	Photocopy/fax May account	192.60
	TOTAL	<u>\$2,518.50</u>
<u>REICHSTEIN ACCOUNT:</u>		
State Public Service Fed	Electric Coops report	590.00
David Griffiths	Reimbursements	231.94
	TOTAL	<u>\$821.94</u>

Resolved

"That the accounts as presented be approved for payment."

Equipment purchases

The secretary tabled four quotations for a facsimile machine, and recommended the purchase of a Brother Fax 390 MC for \$1,195.

Resolved

"That expenditure of up to \$1,200 be approved for the purchase of a facsimile machine."

The secretary also advised of the need for a filing cabinet and recommended the purchase of a second hand 3 door cabinet. The directors preferred the purchase a new filing cabinet.

Resolved

"That expenditure of up to \$250 be approved for the purchase of a filing cabinet."

Investment of grant monies

The secretary advised that the grant monies of \$15,000 has been invested in accordance with the board decision of the last meeting.

Budgeting framework, 1994-95

The secretary tabled a budgeting framework including a budget for general administration and a proposed allocation of grant monies for the 1994/95 financial year.

The directors discussed directors' fees and travel reimbursements, and agreed that the matters be further discussed at the next board meeting.

Resolved

"That the budgeting framework for the 1994/95 financial year as presented be adopted."

59/94 STATE GOVERNMENT REPORT:

Review of N.S.W. Co-operatives Act.

The secretary tabled the final submission of the legislation review and reported that a letter and the submission have been forwarded to the Victorian Attorney-General. The secretary further advised that a letter has also been sent to the Premier.

The secretary advised that he had spoken to the Attorney-General's Ministerial Advisor and the head of the Minister's Legislation Unit about the review, and reported that a draft bill should be ready by December, 1994 for introduction into the 1995 Autumn Session of State Parliament.

60/94 SECRETARY'S REPORT:

Tasks performed over previous period

The secretary tabled a report on tasks performed during April & May, 1994.

Contract

The secretary advised that his contract with the Federation ends on 30 June, 1994.

Resolved

"That Anthony Gill be engaged as consultant to the Federation for a further period of one year to 30 June, 1995 pursuant to the approved budgeting framework and for a fee of \$1,520 per month."

Victorian Co-operative News

The secretary advised that articles have been received from Messrs Hughes and Dyce, and the International Co-operative Alliance for the June edition of the News, and that the News will be available for distribution before 30 June.

61/94 1994 ANNUAL GENERAL MEETING:

Date and venue

The secretary advised that the Savoy Park Plaza is available for number of afternoons in late August, however, he is awaiting advice from the Victorian Attorney-General on her attendance prior to confirming a date with the Plaza.

Directors to retire by rotation

The secretary advised that under the rules, three directors are due to retire at the 1994 annual meeting, being Mr. Vern Hughes and the two vacancies.

Rule amendments

The secretary tabled draft amendments to the rules pertaining to the payment of annual subscriptions.

Resolved

"That the following amendments to the rules be put to members subject to consideration by the Registry:

1. Delete RULE 8 and substitute the following new RULE 8:

RULE 8

Application for membership shall be made at the registered office in or to the effect of the prescribed form together with full payment on each share applied for and with subscription monies in accordance with the following formula:

Subscription payable =  $A \times \frac{(12 - B)}{12}$  where,

12

A is the annual subscription as provided in Rule 20,

B is the number of the month from the start of the financial year in which the application was made.

2. In RULE 20, delete the words "in advance at the commencement of each financial year".

Sponsorship of annual meeting

Directors discussed seeking sponsors to assist defray the costs of the annual meeting.

Resolved

"That the secretary write to The Phosphate Co-operative Co. and A'Asia Insurance Services seeking their sponsorship of the 1994 annual meeting."

62/94 GENERAL BUSINESS:

A'Asia Insurance Services Pty Ltd

The chairman welcomed Messrs Doug Park and Bruce Wickett of A'Asia Insurance Services. Mr. Park gave a background of his experience in co-operative insurance with the Australian Association of Co-operatives, and put forward a preliminary proposal to allow his company to approach members for insurance with the support and endorsement of the Federation, in return for financial help in defraying the costs incurred by the Federation in supporting the broker.

Directors invited Mr. Doug Park to submit a detailed written proposal of the provision of insurance services to the Federation's members.

Electric co-operatives project

The secretary advised that a meeting of interested persons are to meet on 11 June to discuss the formation of an electric co-operative association.

Recognition of Brian Macintosh

The directors agreed that the agenda for the next meeting include the recognition of Brian Macintosh at the annual meeting.

63/94 NEXT MEETING:

Resolved

"That the next ordinary meeting of the board be held on Tuesday 12th July, 1994 at UPC Wool Store, Brooklyn commencing at 10.30 a.m.."

64/94 CLOSE:

The meeting closed at 1.30 p.m.

Signed: .....

Date: 12/7/94